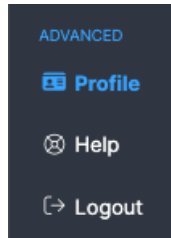


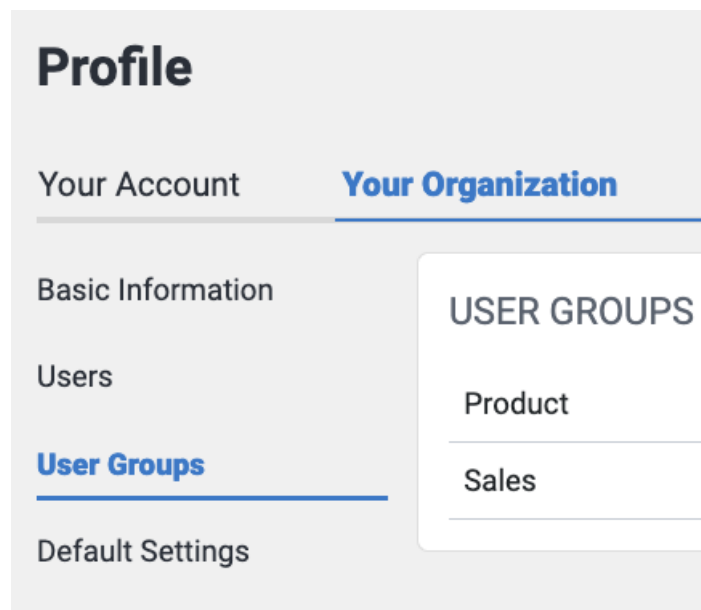
Create a user group

03/21/2025 2:21 pm EDT

To create a user group, click *Profile* in the *Advanced* section of the left navigation bar.



Then, click *Your Organization*. Next, click *User Groups*. Finally, click *Create User Group*.



Provide a *User Group Name*, then select the members and a role for each member. User group admins can add and remove members from the group.

You may include other user groups in the group. All members of those groups will have the role given to the group.

You will automatically be added to the group as an admin.

NEW USER GROUP

Cancel

Create User Group

User Group Name:

Enter Group Name

Name	Not a Member	Member	Admin
Everyone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
CivicScientists - [REDACTED]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
[REDACTED]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
[REDACTED]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

When you've selected all the members and their roles, click *Create User Group*.

New User Group

Cancel

Create User Group

User Group Name:

Enter Group Name

Your new group won't be listed on the next screen yet, but when you click *User Groups* again in the *Your Organization* tab, you will see the new group listed.